



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Facilities Maintenance**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and administrative work managing a comprehensive building and facilities maintenance program for Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the Facilities Maintenance Division.

Initiates and effectively recommends for final approval by the department director, hiring, performance evaluations, termination, disciplinary and/or commendatory actions for assigned personnel.

Provides training, technical guidance and safety programs for assigned personnel.

Researches, prepares, and reviews departmental requests for alterations or modifications of County buildings and facilities.

Prepares and presents the division's annual budget and assures continued adherence to the parameters of adopted budgets. Coordinates the purchasing and timely delivery of a wide range of products and services, which include supplies, services, and equipment.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the current practices and procedures of management and their application to facilities management. Knowledge of the methods, techniques, tools and materials used in building construction and maintenance.

Ability to instruct and supervise skilled and semi-skilled workers in a variety of maintenance and construction activities. Ability to coordinate and supervise a comprehensive countywide program of construction and maintenance of buildings and facilities. Ability to maintain an effective relationship with employees, other departments, officials, and the public. Ability to communicate effectively both orally and in writing. Ability to read and interpret building construction plans, sketches and blueprints.

Bachelor's Degree in Business or Public Administration or a closely related field and five (5) years' progressively responsible professional level experience in the administration and supervision of the building/maintenance field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

Incumbents in this classification work in an office environment, with some fieldwork following up on programs and projects. Incumbents perform most duties sitting at a desk, table or workstation and may be required to stand for prolonged periods of time when working in the field. Incumbents in this classification may be exposed to high levels of dust, dirt and fumes.